

* 75-159 A
1
00-037 A
00-100 A
00-028 A
00-027 A

AMENDMENTS
ATTACHED

AMENDMENTS
Separate

NOTE TO FILE

DATE: 8/12/91

BY: PETE E. SCHINKEL AND C.D. SAXON

RE: SCHEDULE # 75-159

This schedule sets disposition for "Loan Company Annual Statements File", 1955 and continuing, approved 6/30/75, and amends the following existing schedules.

- 27-A "Loan Company Examination File", 1925 and continuing.
- 28-A "Loan Company Tax Report Files", 1970 and continuing.
- 37-A "Loan Company License Renewal File", 1975 and continuing.
- 100-A "Original Application for License File, 1975 and continuing.
[Schedule 100, effective date 4/7/72 was titled "Loan Company Closed Files" 1955-1969.]

AMENDED SCHEDULES AS PUBLISHED IN 82-RM-1 ARE ATTACHED

75-159 is simply a control # for the amendment to the above four schedules. The NUMBER "75-159" does not replace the schedule numbers 27-A, 28-A, 37-A or 100-A,



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1593-02 > 9

1. Application Date June 24, 1975	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE:		
2. Agency Application No.		Date Received JUN 24 1975	Application No. 75-159	Date Completed JUN 30 1975
3. AGENCY, Division, Subdivision & Administering Office Address Office of Comptroller General Georgia Industrial Loan Commission Industrial Loan Department 125 State Capitol - Atlanta, Ga. 30334		4. Person to Contact John Elkins Assistant Deputy Loan Commissioner		
		6. Tel. No. 656-2080		

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1955 to date	9. Exact Series Title (To amend applications 27, 28, 37, and 100) Loan Company Case Files
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10. What is the function of the office in which this record series is created?

The Georgia Industrial Loan Division (Department) is responsible for administering the Georgia Industrial Loan Act to provide protection against unscrupulous and illegal money lenders. The Division administers license qualifications prescribed by law; collects license and investigation fees; investigates applicants for licenses; collects monthly taxes on interest and requires reports to be submitted by each licensee; examines licensees periodically; regulates licensee advertising; conducts investigations of complaints against licensees; passes upon licensee relocation requests; requires annual licensee financial reports; requires licensee quarterly insurance reports; provides licensee training programs and seminars; provides for formal hearings relevant to denial or revocation of licenses; approves forms and records maintained by each licensee; and requires licensees to submit reports on new manager qualifications.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

SEE ATTACHED SHEETS

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				18	36
Legal-size File Drawers	45	90	Floor Space Occupied (Square Feet)	63	10
Storage Boxes	39	39		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	5	5
				1	1

★ QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

Records are needed for court appearances for up to 10 years.

24. REQUIREMENTS. The following requires the files to be kept (See attached sheets)

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

SEE ATTACHED SHEETS

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [X] OTHER SEE ATTACHED SHEETS, then:

- ☐ [] Hold in the current files area _____ month(s)/_____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Mickey Anderson</i>	6/20/75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>John W. Skins</i>	6/20/75
	<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved		
	State Auditor/Designee	<i>William M. Ligon</i>	6-30-75
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		
STATE RECORDS COMMITTEE	Secretary of State/Designee	<i>Carroll East</i>	6/27/75
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		
	Attorney General/Designee	<i>Robert D. Shell</i>	6/30/75
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		

Appl
No

Description

Disposition

LOAN COMPANY CASE FILES - Documents relating to maintaining case records of Industrial Loan Companies.

Included are:

260
100-A Original Application for License File - Documents relating to licensing to conduct business in Georgia. Included only is company's first "Application for License" (Form IL-1, IL-2, IL-3 or IL-4). File is arranged alphabetically by city; thereunder alphabetically by name of company; thereunder numerically by company license number when a company has more than one office in a city.

Maintain in current files area until company is no longer doing business in Georgia; then

Upon termination of a company's permission to conduct business in the State, remove entire Loan Company Case File from active file and place in Closed Loan Company Case Files; Cut off Closed Loan Company Case File at end of each calendar year; then transfer to State Records Center; hold 10 years; then destroy.

3
37-A Loan Company License File - Documents relating to renewing licenses of companies to conduct business in Georgia. Included are copies of "State of Georgia License" (Form IL-4), Annual License Renewal Application (Form IL-6), and related correspondence. (Corporate Charter may also be included) File is arranged alphabetically by city; thereunder alphabetically by name of company; thereunder numerically by company license number when a company has more than one office in a city.

Cut off file at end of each calendar year; hold in current files area 2 years; then transfer to State Records Center; hold 8 years; then destroy.

271
27-A Loan Company Examination File - Documents relating to examining loan companies. Included are Manager's Qualification Affidavit (Form IL-15) Examiner's Report (Form IL-11); Examination of Georgia Industrial Loan Licensee (no form no.). File is arranged alphabetically by city; thereunder alphabetically by name of company; thereunder numerically by company license number when a company has more than one office in a city.

Cut off file at end of each calendar year; then transfer to State Records Center; ~~hold 2 years~~; then destroy.

AMENDED IN 12/30/92

Attachment to # 75-159
Page 2 of 2

effective 6/30/75

Description

Disposition

28
28-A

Loan Company Tax Report Files -
Documents relating to maintaining
taxation reports of loan companies.
Included only is Loan Tax Report
(Form IL-12) describing outstanding
loans at the beginning of month,
amount of loan made, collections,
interest and other information
necessary to compute tax due. File
is arranged alphabetically by city;
thereunder alphabetically by name of
company; thereunder numerically by
company license number when a company
has more than one office in a city.

Cut off file at end of each
fiscal year; hold in current
files area 2 years; then
transfer to State Records
Center; hold 3 years; then
destroy.

Amended 8/5/91

75-159
75-159

Loan Company Annual Statement File -
Documents relating to reporting
annual financial status of loan
companies. Included only is companies
annual statement (Form IL-7 and IL-8).
File is arranged alphabetically by
name of company.

Cut off file at end of each
fiscal year; hold in current
files area 2 years; then retire
to State Archives for permanent
retention.

JUSTIFICATION

Original Application for License File - Original application must
be kept in office for reference as long as company is in operation.

Loan Company License File - Records must be available for court
proceedings for up to 10 years.

Loan Company Examination File - Records are used for review in
revoking licenses when unauthorized or illegal activity is not
corrected.

Loan Company Tax Report File - Records are needed 5 years for
auditing when discovered that a company has filed a fraudulent
tax return.

Loan Company Annual Statement File - Records have enduring historical
value.

OFFICE OF THE COMPTROLLER GENERAL
Industrial Loan Department

The Industrial Loan Department licenses and regulates the industrial loan offices of Georgia. Offices are licensed for the direct lending of cash in amounts not to exceed \$3,000.00 for a period of up to 36 months, 15 days. Regulatory activities include periodic examinations of offices; loan tax reports and annual reports; and handling consumer inquiries and complaints.

OFFICE OF THE COMPTROLLER GENERAL
Industrial Loan Department
Loan Division

<u>Appl No</u>	<u>Description</u>	<u>Disposition</u>
27-A	LOAN COMPANY EXAMINATION FILE - Documents relating to examining loan companies. Included are Manager's Qualification Affidavit (form IL-15); Examiner's Report (form IL-11); Examination of Georgia Industrial Loan Licensee. File is arranged alphabetically by city; thereunder alphabetically by name of company; thereunder numerically by company license number when a company has more than one office in a city.	Cut off file at end of each calendar year; then transfer to State Records Center, hold 2 years; then destroy. APPROVED: 11/10/71 AMENDED: 6/30/75 AMENDED 12/30/92
28-A	LOAN COMPANY TAX REPORT FILES - Documents relating to maintaining taxation reports of loan companies. Included only is Loan Tax Report (form IL-12) describing the outstanding loans at the beginning of month, amount of loan made, collections, interest and other information necessary to compute tax due. File is arranged alphabetically by city, thereunder alphabetically by name of company; thereunder numerically by company license number when company has more than one office in a city.	Cut off files at end of each fiscal year, hold in current files area 2 years; then transfer to State Records Center, hold 3 years; then destroy. APPROVED: 11/10/71 AMENDED: 6/30/75 AMENDED 8/5/91
33	QUARTERLY INSURANCE REPORT FILES - Documents relating to quarterly reports by companies. Included are reports (form IL-13). Files are arranged alphabetically by company within insurance class.	Cut off files at end of each calendar year, hold in current files area 1 year; then transfer to State Records Center, hold 4 years; then destroy. APPROVED: 12/7/71

Records Retention Schedule

From 82-RM-1 008/12/91

OFFICE OF THE COMPTROLLER GENERAL
Industrial Loan Department
Loan Division

Appl
No
37-A

Description

LOAN COMPANY LICENSE RENEWAL
FILE - Documents relating to
renewing licenses of companies
to conduct business in Georgia.
Included are copies of "State
of Georgia License" (Form IL-4),
Annual License Renewal Appli-
cation (Form IL-6); and related
correspondence. (Corporate
Charter may also be included).
File is arranged alphabetically
by city; thereunder alphabeti-
cally by name of company; there-
under numerically by company
license number when a company has
more than one office in a city.

Disposition

Cut off file at end of each
calendar year; hold in current
files area 2 years; then
transfer to State Records
Center; hold 8 years; then
destroy.
APPROVED: 12/01/71.
AMENDED: 06/30/75.

100-A

ORIGINAL APPLICATION FOR LICENSE
FILE - Documents relating to
licensing to conduct business in
Georgia. Included only is
company's first "Application for
License" (Form IL-1, IL-2, IL-3
or IL-4). File is arranged alpha-
betically by city; thereunder
alphabetically by name of company;
thereunder numerically by company
license number when a company has
more than one office in a city.

Maintain in current files area
until company is no longer
doing business in Georgia; then

Upon termination of a company's
permission to conduct business
in the State, remove entire
Loan Company Case File from
active file and place in Closed
Loan Company Case Files; Cut
off Closed Loan Company Case File
at end of each calendar year;
then transfer to State Records
Center; hold 10 years; then
destroy.
APPROVED: 04/07/72.
AMENDED: 06/30/75.

75-159

LOAN COMPANY ANNUAL STATEMENT
FILE - Documents relating to re-
porting annual financial status of
loan companies. Included only is
companies annual statement (Form
IL-7 and IL-8). File is arranged
alphabetically by name of company.

Cut off file at end of each
fiscal year; hold in current
files area 2 years; then retire
to State Archives for permanent
retention.
APPROVED: 06/30/75.

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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31-07

Amended by 75-159

1. Application Date 9-1-71	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 2		Date Received NOV 30 1971	Date Completed DEC 1 1971
3. AGENCY, Division, Subdivision & Administering Office Address Office of Comptroller General Ga. Industrial Loan Commission 125 State Capitol		4. Person to Contact James E. Young	
		5. Working Title Deputy Commissioner	6. Tel. No. 2080

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1955 to present	9. EXACT SERIES TITLE Loan Company Files (Company Files)
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10. What function performed resulted in creation of this series
To coordinate investigations of all applicants for Industrial Loan Licenses to make the determination that the financial stability, convenience and advantage, and the needs of the consumer will be met before license is issued. Process and issue renewals of the approximately 1100 licensees yearly. To levy and collect annual license fees, investigative fees, and monthly Loan Tax on all loans made pursuant to the Act. Receive and investigate complaints relating to the companies licensed by the Department to the degree that the consumer is totally protected. Carry on a program of education to acquaint licensee with provisions of the Act. To provide day-to-day administration of the Law, Rules and Regulations as they apply to the Industrial Loan industry in Georgia.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

These files consist of copies of "State of Georgia License" (Form IL-4) issued to and Georgia Industrial Loan Department, "Annual License Renewal Application" (Form IL-6) of each (industrial) loan company licensed to do business in Georgia. The files also consist of correspondence relating to licensing of companies as well as annual statements submitted by the companies describing business done in Georgia.

(Copies of Licenses issued for the years 1969, 1970, and 1971 were not retained in the files.)

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION			
Letter-size File Drawers			3/4		1 1/2	
Legal-size File Drawers	14	28	In Office(s) 28		In Storage Area(s)	
			By Annual Accumulation		This Year's	Last Year's
			AVERAGE DAILY REFERENCES		10	3
					2	1

13. Is this the Record Copy of the series? **There is no other record of these files** ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO

Certified copies

24. REQUIREMENTS. The following requires the files to be kept ~~permanently~~ **5 YEARS**
- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

- A. ☐ Destroy immediately after cut off.
- B. ☒ Hold in current files area 2 month(s) / 2 year(s), then:
- 1 ☐ Destroy.
- 2 ☒ Transfer to records center; hold 3 year(s), then:
- a ☒ Destroy.
- b ☐ Transfer historical material to Archives; destroy remainder.
- 3 ☐ Destroy after audit (or year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by	Recommendations prepared by	Approved for Division Date	Records Management Officer Date
<i>Fred Anderson</i>	<i>Fred Anderson</i>	<i>James H. Hart</i>	<i>Fred Anderson</i>
Recommendations	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>James H. Hart</i>	<i>10-71</i>
in Paragraph 25	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Guarrell Hart</i>	<i>11-1-71</i>
are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ben W. Jeter Jr.</i>	<i>11-30-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Jimmy Carter</i>	<i>11-30-71</i>



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

31-07

PAGE
1

1. Application Date 2-10-72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received APR 7 1972	Application No. 100	Date Completed APR 7 1972
3. AGENCY, Division, Subdivision & Administering Office Address Office Of Comptroller General Georgia Industrial Loan Commission 125 State Capitol		4. Person to Contact James E. Young		
		5. Working Title Depty. Commissioner	6. Tel. No. 2079	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1955 - 1969	9. EXACT SERIES TITLE Loan Company Closed Files (Companies no longer doing business in Ga.)
10. What function performed resulted in creation of this series	

To coordinate investigations of all applicants for Industrial Loan Licenses to make the determination that the financial stability, convenience and advantage, and the needs of the consumer will be met before License is issued. Process and issue renewals of the approximately 1100 licensees yearly. To levy and collect annual License fees, Investigative fees, and monthly Loan Tax on all loans made pursuant to the Act. Receive and investigate complaints relating to the companies licensed by the Department to the degree that the consumer is totally protected. Carry on a program of education to acquaint Licensee with provisions of the Act. To provide day-to-day administration of the Law, Rules and Regulations as they apply to the Industrial Loan industry in Georgia.

DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

These files consist of copies of "State of Georgia License" issued by Industrial Loan Department, "Annual License Renewal Application" (Form IL-5) received from each loan company licensed to do business in Georgia. Files also consist of correspondence relating to licensing of companies as well as annual statements submitted by the companies describing business done in Georgia when licensed.

2. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers					1
Legal-size File Drawers	5	10	Floor Space Occupied (Square Feet)	In Office(s) 7	In Storage Area(s)
			By Annual Accumulation	This Year's	Last Year's
				Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	5	2
				0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area month(s)/ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or 0 year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☒ Hold in current files area 2 year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>Virginia Adams</i>	Recommendations prepared by <i>Virginia Adams</i>	Approved for Division <i>[Signature]</i>	Date <i>2/15/72</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> Head of Agency	<i>2/20/72</i> Date
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> Director, Archives & History	<i>4/13/72</i> Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> Secretary of State	<i>4-4-72</i> Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> Governor of Georgia	<i>4-5-72</i> Date